



Workforce Data Resources

State Personnel Board (SPB)

Workforce Analysis Reports

- 1) **Report 3:** Number of employees by department, occupational group, and classification. This report lists, by occupational group, the civil service classifications and number of employees in each classification and occupational group for each department.
- 2) **Report 5:** Disability parity by department, with 50 or more employees. This report lists, by department, the total number of employees, followed by the number of employees with disabilities, parity number, and the deficiency number and percentage.
- 3) **Report 4001:** Eligible candidates available for list appointment to entry technical, professional and administrative classes. This report lists, by department, eligible candidates available for appointment by classification.
- 4) **Report 4011:** 3-year history of appointments to entry professional, technical, and administrative classes.
- 5) **Report 5102:** Profile of permanent civil service employees by ethnicity, gender, and disability
- 6) **Report 5112:** Intake and promotions of all employees by department, occupational groups, and classification
- 7) **SPB Annual Census of Employees in the State Civil Service**
 - a) FY 2006-2007



Workforce Data Resources (continued)

State Personnel Board (SPB) - *continued*

Utilization Reports

- 1) **Report U1:** Compares state workforce composition with 2000 U.S. Census occupational workforce composition in the relevant geographic labor area, either on a statewide, multiple countywide, or single county basis.
- 2) **Report U2:** Compares state workforce composition with the service wide (all departments) composition of State “feeder classes” identified in the minimum qualifications (MQ) of entry-level classes for an occupational group of classes.
- 3) **Report U3:** Compares state workforce composition in an occupational category with the U.S. Census occupational composition of those meeting the experience pattern in the MQs for the entry-level class(es).
- 4) **Report U4:** Compares state workforce composition in an occupational category to the combined labor force data in reports U2 and U3.
- 5) **Report U5:** Compares state workforce composition in an occupational category to the composition of those meeting educational requirements in the MQs for the entry-level class(es).
- 6) **Report U6:** Compares state workforce composition in an occupational category to Post-secondary Education Commission data on college graduates by major subject area.
- 7) **Report U7a:** Compares state workforce composition in an occupational category to the composition of accepted applicants in recent State examinations for the entry-level class(es) in the occupational category who reside within the relevant geographic area.
- 8) **Report U7b:** Compares state workforce composition in an occupational category to the composition of accepted applicants in spot examinations for a work site location.
- 9) **Report U9** Compares state workforce composition in an occupational category to the departmental composition of “feeder classes” in the MQs of entry classes of an occupational group.



Workforce Data Resources (continued)

State Personnel Board (SPB) - *continued*

Customized Reports

- State Controller's Office based data available through SPB
- SPB charges a fee for customized reports
- Contact person is Steve Brown, (916) 653-1484

State Controller's Office (SCO)

Management Information Retrieval System (MIRS) Reports

- If your Human Resources office is trained on the MIRS, you can request reports directly through them
- If your department does not use MIRS, you can contact the SCO directly
- The SCO charges a fee for customized reports
- Contact the SCO at (916) 445-2636

1) Equal Employment Opportunity Reports

- a) **COM011:** Counts employees by ethnicity and class title within an agency and unit. Two percentages are produced based on these counts, one for the unit and the other for the department.
- b) **COM017:** Compares your department's overall ethnic composition with the labor force parity you provide.
- c) **COM020:** Compares your department's overall ethnic and gender composition with the statewide labor force parity you provide.
- d) **COM028:** Provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender which includes the PLP amount.
- e) **COM028A:** Provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender. This report does not include the PLP amount.
- f) **COM029:** Provides an ethnic and gender breakdown of employee counts by class title and calculates percentages based on the total count of active employees in each class.



Workforce Data Resources (continued)

State Controller's Office (SCO) - *continued*

MIRS Reports (continued)

2) Position Inventory Reports

- a) **POS003:** Provides a summary of established filled/vacant positions sorted by classification.
- b) **POS004:** Provides department summary of established filled/vacant positions sorted by class code.

3) Personnel Reports

- a) **PERS001:** Identifies employees approaching 20, 25, or 40 years of service

Other Resources

CalCRN: <http://www.californiacareers.info/>

- Labor market information
- Link to O*Net – knowledge, skills, and abilities associated with occupations

U.S. Census Bureau: <http://www.census.gov/>

- U.S. Census

Employment Development Department: <http://www.edd.ca.gov/>

- Labor market statistics
- Labor market trends
- Labor market news
- Economic indicators
- Historical data
- Reports

Department of Finance: <http://www.dof.ca.gov/>

- Demographic data reports
- Historical data (population, race/ethnicity)
- Chronology of significant economic events
- Economic forecasts
- CA economic indicators
- Projection reports (population, race/ethnicity, gender, age)



Workforce Data Resources (continued)

Other Resources (continued)

U.S. Bureau of Labor Statistics: <http://www.bls.gov/>

- Occupational Outlook Handbook
- Labor market statistics
- Reports

Department of Personnel Administration: <http://www.dpa.ca.gov/>

- Workforce Planning Model
- Competencies Dictionary
- Reports

Human Resources Organizations

- Society for Human Resource Management
- National Human Resources Association
- International Personnel Management Association
- World Federation of Personnel Management Associations
- Dallas Human Resource Management Assoc, Inc.
- Human Resources Research Organization
- The Human Resource Planning Society